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**About Salahkaar Consultants:**

- One of the fastest growing Human Resource Consulting, Testing and Training organizations in Asia.
- Directors and consultants of international repute who have been visiting professors to several international universities.
- Exclusive trainers and consultants for several Fortune 500, Global 100 and BT 500 companies.
- HR, HRD, OB, OD and Industrial Psychology solutions that are customized and result- oriented.

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# Certified Quantum Manager (CQM)

## INTRODUCTION

This course called CQM is uniquely designed for the category of employees who might have been identified as of high potential (Hi-Po)/“Star Performer” by their respective company’s management.

The course has been designed after an intensive research in the real life situations and problem areas faced by the managers. The structure of this course has been borrowed from the knowledge of related global best practices taught by management leaders and documented in leading management books and courses offered by leading Management Institutions like Boston, Harvard, IIMs, XLRI, etc.



## OBJECTIVES

During their research related to HR issues, our Ph.D. level researchers discovered that (i) Proficiency in Interviewing skills, (ii) Leadership and Team Management, (iii) Planning and Execution, (iv) Time Management and (v) Priority Setting for Leaders, (vi) Cost Control and Management, (vii) Effective Communication skills, (viii) Managing Health and Stress, and (ix) Interpersonal Relationship Management are essential for the present and future leaders of any good organization. The course endeavors to expose the course participants to the above-mentioned areas which are normally encountered by top, bright, talented and empowered executives and managers. In brief, this course is targeted to those Executives/Managers who have been identified or wish to be identified as High-Potential (Hi-Po)/Star Performers in their respective organization and have been or wish to be put on the Fast Track Career Plan but lack basic Managerial and Behavioral Skills or Knowledge or Qualification.

## EXPECTED OUTCOME:

On completion of this Certificate Program the participants will have thorough knowledge about Management and behavioral functioning and will be able to:

Understand and apply the approaches and methodologies of Management and behavioural science in their day-to-day functioning within their organization as well as in their personal lives.

1. Build a managerial and behavioral model based on the nature and need of their organization.
2. Map their as well as their colleagues' and subordinates' competencies to relate to them meaningfully.
3. Integrate and use the Managerial and Behavioural knowledge to various Managerial functioning and actions (practices).
4. Use their knowledge for further growth of their company and their subordinates.



## **METHODOLOGIES**

There will be 10 modules in the course which will be covered primarily by hard copies of reading material. Some portions may be offered online. There will also be a Contact Class-cum-Workshop of 3 days duration at Pune.

The purpose of the workshop/contact class is to give psychological, social and behavioural skills to the participants and answer their course related questions, if any.

## **COURSE SYLLABUS**

### **MODULE 1: Essentials of Management (General)**

1. Fundamentals of management as a science, art or strategy.
2. Planning: Basics of planning functions and ways of doing right planning.
3. Organizing: Nature and purpose of organizing, departmentalization, line staff authority and decentralization, effective organizing.
4. Controlling: Basics of system and process of controlling



## **MODULE 2: Business Environment, Strategy and CSR**

1. International management and business scenario
2. Surviving in the present market of globalization with impact of growth & recession and cross cultural environment.
3. Basics of business strategy: Mission, Vision, Goals
4. Corporate Social Responsibilities (CSR)

## **MODULE 3: Human Resource Management (HRM) for HR and Non-HR Executives**

1. Basics of HRM- Roles and Responsibilities of HR- how to function as your team's best HR Manager
2. Recruitment & selection process
3. Performance Management System (PMS)
4. Feedback system-360 degree and the Mirror Feedback System (A system developed by Salahkaar Consultants as a substitute to 360 degree feedback)
5. Strategic HRM
6. Organizational structure and design
7. Retaining your subordinates with engagement initiatives



#### **MODULE 4: Organizational Behavior**

1. OB–Nature, concept and growth
2. Organizational climate and Culture
3. Organizational Change and Change Management
4. Organizational Effectiveness.
5. Psychology of power, politics & conflict in organizations
6. Organizational leadership & managerial behavior
7. Problem solving skills, innovation and creativity
8. Managing your career

#### **MODULE 5: Human Resource Development & Organizational Development (HRD & OD)**

1. General nature and background of HRD & OD
2. Training & Development: Designing and managing training,
3. Training Need Analysis and training effectiveness-measuring the ROI on training
4. OD – designing and intervention
5. Mentoring and Coaching
6. Potential appraisal & performance management.
7. Managing your career



## **MODULE 6: Basics of Finance & Accounts**

1. Introduction: Overview of Finance & Accounts, Budgeting & Accounting
2. Preparing and Reading a Balance Sheet
3. Ratio Analysis and Profit & Loss Account
4. Preparation of Cost Sheet, how to manage and control cost, minimize wastage
5. Variance Analysis: A cost and control technique
6. Managing finance & cost for profit in recession

## **MODULE 7: Project Management (PM)**

1. Introduction: Basics of PM
2. PERT / CPM
3. Execution: How to make things happen after planning. Pulling the date-line backward.
4. Success & failures of PM – Causes & Remedies
5. Project Team Management
6. Goal and Target Setting: Making your own, teams and company's goals, targets and development interlinked.
7. Project Time Management & Priority Setting



## **MODULE 8: Communication and Negotiation Skills**

1. Nature & process of communication
2. Effective written communication: Best ways to write business letters, memos, etc
3. Preparing reports
4. Verbal communication & body language: How to become a great speaker
5. Negotiation Skills

## **MODULE 9: Essentials of ID Act and IR Management**

1. Rise and growth of IR movement
2. Problems of discipline and how to manage it
3. Departmental enquiry
4. Standing rules
5. Employees' welfare acts and schemes
6. Negotiation and arbitration



## **MODULE 10: Behavioral Skills Workshop – 2 days at Pune**

1. Self awareness
2. Stress Management
3. Visualization
4. Communication for Interpersonal Skills and to Manage
5. Meditation
6. Behavioral Intervention by Leaders

### **ELIGIBILITY**

Graduate/Post Graduate in Engineering, Management, Humanities, Commerce, C.A., Science, etc. with at least one year of working experience and evidence of having been selected as “Star Performer” / “High Potential” Executive of their respective organization



## **CERTIFICATION**

Successful completion of the course and assessment of the assignments will lead you to a certification qualifying you to use the title of “Certified Quantum Manager (CQM).

“Certified Quantum Manager (CQM)” is a Post Graduate Certification for the top performers of their respective companies/organizations by Salahkaar Consultants.

## **DURATION**

**6 Months**

## **FEES**

INR 52, 000/- (Fifty-two thousand) only for the full course which includes the hard copies of all Reading Material, postage anywhere in India, cost of the three day Contact class-cum-workshop and examination fee. However, the candidates will have to meet their boarding and lodging expenses for the duration of the workshop/contact classes at Pune.

Candidates from abroad will have to pay an extra charge of INR 8000/- eight thousand only to meet postal/courier and other transactional expenses.



## SUPPORT DURING COURSE:

- **Assignment sharing / different cases exposure:** We have online platform where you can access cases and assignments of other participants. This will give you exposure to different situation.
- **Queries:** In the same session you can also solve all your queries by discussing your doubts.
- **Email / phone support:** Once in a week, you can also ask your questions by way of writing an email or calling us.
- **Five years of ongoing learning:** You will get membership to our LinkedIn group which is exclusively for Salahkaar Consultants' students and is aimed at long term knowledge sharing.
- **Recruitment support** (if we are lucky to match a job): We are into HR professional hiring and we work globally. You being in our touch will help us forward those jobs as there is something matching your profile.

